

CONCORDIA UNIVERSITY
Council of the Faculty of Engineering and Computer Science
Minutes of Meeting 01-07

held

Friday, November 30, 2001, 10:00 a.m., H 769

Present:	N. Esmail (Chair) M.O. Ahmad S.T. Alkass R. Bhat T.D. Bui M.Y. Chen J. Corbett T. Fancott A. Fargnoli R. Ganesan	J.C. Giguère G.J. Gouw F. Haghigat L. Harris J. Jans R. Jayakumar S. Maeik O. Moselhi C. Paradisis N. Piccirilli	H.B. Poorooshasb L. Quesnel T. Radhakrishnan M.R. Soleymani S. Tahar G. Vatistas S. de Souza (Recording Secretary)
Observers:	E. Pankovitch	L. Zack	
Regrets:	J.W. Atwood P. Fazio	K. Khorasani	M. Silas

1. Adoption of Agenda

Motion 01-07-01 **That the revised agenda be adopted (F. Haghigat, L. Quesnel)**

Vote: Carried unanimously

2. Adoption of Minutes

Motion 01-07-02 **That the Minutes of Meeting 01-06 (October 19, 2001) be adopted (F. Haghigat, M.R. Soleymani)**

Vote: Carried unanimously

3. Chair's Remarks

New Building

The Chair remarked that Concordia University has already spent \$6.5 million in the design process. The architects are finalizing the layout inside the building. All professors, involved in the design of particular rooms, will be contacted next week for final specifications.

Hazardous materials are a contentious issue. Efforts are being made to find out all the hazardous materials currently located in labs, and what materials may be moved into the new building. Further, it is being questioned if hazardous materials, stored for 20 years and not being used, should be moved to the new building. Also, will new materials be moved into labs? It is necessary to consider the range of materials and not specific materials. There is no guarantee that there will

be a ban on the use of certain materials or that the materials being used in labs today will remain the same.

The Board of Governors, in its meeting of January 23, 2002, will discuss the new building. Dependent on a number of factors, construction will start sometime between January - May 2002. The occupancy date is September 2004. However, if construction begins in May, the occupancy date will be January 2005.

The Senior Administration is trying to raise infrastructure money: (a) \$25 million from the Provincial Government and (b) \$25 million from the Federal Government. However, the start of the construction does not depend on factors (a) or (b) above.

Teaching Labs

\$3.5 million is available for the renovation of all teaching labs. Everyone involved with labs is preoccupied with the list of equipment needs. Purchases will begin during this fiscal year. However, all equipment must be located in the labs before the end of May.

Tuition Waivers

One initiative to help our graduate students is through tuition waivers. We wish to create 200-250 tuition waivers. There are a number of conditions, the most important of which is the program length, that is, 3 years for Ph.D. and 2 years for the Masters program. It will also be based on excellence of performance and the supervisor's report. A policy is expected to be implemented in 2001-2002. However, this will not affect the principle of support for research thesis.

CUFA

A memorandum was received from CUFA to alert of a number of problems arising from the actions of the DPCs. The Chair noted that recently one Joint Grievance Committee (JGC) wrote a very bad report about a DPC in the Faculty, calling it a deeply flawed DPC. The JGC's judgment has not yet been passed on to the Chair concerned but the DPC will be receiving the JGC report. It is necessary to ensure that the collegial system works in the best interest of the academic system, and therefore, the DPCs must work by the letter and spirit of the Collective Agreement and follow all the rules. The Chair noted that sometimes in the interest of the professor, he has overlooked infractions but he will henceforth be rigorous to ensure that the DPCs follow the letter and spirit of the CUFA Collective Agreement.

Funding Formula

The Chair announced that the funding formula for FTEs, coming from the Minister's office, is being revised. Everything is based on the FTE count. The previous system gave us 1.77 for each unit of credit of FTE. We got 1.77 units for each of our undergraduate students in Engineering and Computer Science. We were lumped under Applied Science. For Masters students, we have 5.04 units and for Ph.D. students 7.24 units. The new system gives us the following:

Engineering	-	2.1 units
Computer Science		1.7 units (loss of .07 units)

All second cycle degrees lose if they have no theses – instead of 5.04 units, it goes down to 3 units, which means that the Master of Engineering and Diploma in Computer Science program funding will be at a lower rate. Also, Masters theses go down from 5.04 to 3.5 and Ph.D. from 7.24 to 6. The Government has decided to finance all Ph.D. students at the same level. At the undergraduate level for engineering, we get more whereas there is little change for Computer Science undergraduate level. We lose on the graduate side. However, an ultimate look at our Faculty budget indicates that we come out even.

During question period a member remarked that in the light of the Chair's remarks, it is important that faculty members involved in DPCs be educated. The Chair suggested that all DPCs in the Faculty meet regularly with FPTC members to foster mutual understanding. The culture has to be academic and fair.

Another member asked about the nature of the DPC problem. The Chair explained that the JGC considered the DPC evaluation to be deeply flawed. Other violations appear to be spread out across the campus.

One member asked how much tuition waiver was being offered for graduate students for advertising purposes. It was remarked that there is difficulty in creating a coherent, waterproof policy. There is also the fear that a professor may cut down on student funding by a similar amount. This should not be a saving for the professor and it is important to reflect this aspect in the policy. The objective of tuition waivers is to get better quality students. It was also noted that all implications have to be examined and therefore it is important to get the house in order before advertising. Tuition waivers will apply to current students, international and local students, too. It was suggested that tuition waivers could serve as a tool to attract good students. A policy is expected shortly. In the event of an institution paying the student's tuition, tuition waiver will not be subsidized. A member inquired if the policy would be circulated for input. It was explained that it is a standard policy. This issue will be discussed in the Executive Committee to find out local concerns.

The Chair welcomed Laurie Zack, Director, Public Relations, to Council meetings.

4. Certificates of Undergraduate Engineering Programs

The Chair informed the members that the current undergraduate diplomas, issued to graduating students, by virtue of its wording violates the Provincial law. Therefore due to an immediate need to rectify the error, the following motion was moved:

**Motion
01-07-03**

Whereas it is necessary to meet the requirements of the provincial professional engineering associations which limit the fields of protection of engineering to specific disciplines;

Whereas the Canadian Engineering Accreditation Board accredits engineering by discipline;

Whereas Concordia's undergraduate diplomas currently do not show the specific engineering program completed by the graduate;

This Council approves and recommends to Senate

Part 1

That the designations for the Faculty's undergraduate engineering programs be changed to Bachelor of/Baccalaureate in Engineering accompanied by one of the following disciplinary designations:

**(Building Engineering)
(Civil Engineering)
(Industrial Engineering)
(Mechanical Engineering)
(Electrical Engineering)
(Computer Engineering)
(Software Engineering)**

Part 2

**That this designation appear on the diplomas of the graduating students
(J.C. Giguère, N. Piccirilli)**

Vote: Carried unanimously

5.

Graduate Slot Course (ECFC Doc. 01-07-01)

ENGR 690 Topics in Engineering: Design of Two-time-scale Control Systems

Dr. Vatistas explained that Dr. V. Yurkevitch, an expert in control systems, will be teaching the above course being proposed by the Department of Electrical and Computer Engineering. The Engineering and Computer Science Graduate Studies Committee has approved the contents of the course.

**Motion
01-07-04**

That the contents of ENGR 690 Topics in Engineering: Design of Two-time-scale Control Systems be approved (G. Vatistas, J.C. Giguère)

The course will be offered in winter 2002. A rectification in the course number was recommended.

Vote: Carried unanimously

6.

Undergraduate Curriculum Changes (ECFC Doc. 01-07-02 and ECFC Doc. 01-07-02A)

Dr. Fancott introduced the curriculum changes in Document ECFC Doc.01-07-02.

Department of Mechanical Engineering

**Motion
01-07-05**

That INDU 440 – Concurrent Engineering and INDU 448 – Concurrent Engineering be approved (T. Fancott, G. Gouw)

The need for MECH 311 as a prerequisite was questioned: the course may be of interest to Software Engineering students. It was pointed out that the number of students is limited and also, that MECH 311 is a manufacturing process course. The course has been offered at the graduate level in the aerospace area and will be offered concurrently with the graduate course. As the course is of interest to other departments too, it was pointed out that ideas could be picked and varied to meet other department needs.

Vote: Carried unanimously

Department of Computer Science

SOEN 341 Software Process

The change involved a change of prerequisites.

Degree Requirements for Computer Applications Option

The major change involved correcting an error in the Undergraduate Calendar. Adding “other than computer science” to Note 3 is an adjustment that is required to avoid students using this as a back-door into a pure Computer Science program which in turn has different requirements for entrance and standing. Also, COEN 311 has been added as an alternative to COMP 229. COMP 382 did not exist. Other changes included changes in course numbers and editorial changes.

- Motion 01-07-06** **That the above changes for the Department of Computer Science be approved**
(T. Fancott, J.C. Giguère)
- Vote: Carried unanimously
- Dr. Fancott also presented Document ECFC Doc. 01-07-02A. He explained that the following motions were motivated by the recent Software Engineering Accreditation visit.
- Motion 01-07-07** **That the number of credits for SOEN 490 – Software Engineering Design Project be increased retroactively from 3 credits to 4 credits so that students currently registered in SOEN 490 can receive 4 credits for the course** (T. Fancott, T. Radhakrishnan)
- Vote: Carried unanimously
- Dr. Fancott further explained that the following motions were put together because these are elements essential for the program of the graduating class to conform with Accreditation requirements, one of which is that students have to write an individual report.
- Motion 01-07-08** **That the first cohort of Software Engineering students (those graduating in Spring 2002) must take ENGR 410 Technical Report (1.5 credits)**
- Subsequent cohorts will write an individual report as part of ENCS 282 because ENCS 281 - Technical Writing does not have an individual report.
- The Accreditation team also determined that we were short by 3 credits in Basic Science and to rectify this, it was moved
- Motion 01-07-09** **That the number of elective credits in both options be reduced from 15 credits to 12 credits for the first cohort of Software Engineering students**
- Motion 01-07-10** **That the first cohort of Software Engineering students (those graduating in Spring 2002) take an additional 3 credits of Basic Science. The extra science course should be chosen from a list provided by the Software Engineering program director**
(T. Fancott, T. Radhakrishnan)
- Motion # 01-07-07 to 01-07-10 will apply for those graduating in Spring 2002 so that there is an element of reactroactivity even though adjustments are currently being made to the program.
- Vote: Carried unanimously
- 7. Advisory Search Committee – Chair, Department of Electrical and Computer Engineering**
- Motion 01-07-11** **That Dr. F. Haghighe be approved as Faculty representative on the Advisory Search Committee for the Chair, Department of Electrical and Computer Engineering**
(G. Vatistas, R. Bhat)
- Vote: Carried unanimously
- 8. Request for input on proposed Permanent Evaluation Procedures for incumbent senior administrators (ECFC Doc. 01-07-03)**

Following a request from the Task Force to review Permanent Evaluation Procedures for incumbent senior administrators, members were asked to forward their views directly to the

Secretary of the Board of Governors and Senate. The deadline for submission of comments is December 17, 2001.

9. Approval of the Composition of the Student Request Committee

Motion
01-07-12 **That the following composition of the Student Request Committee be approved:**
Faculty representatives: Drs. R. Ganesan, B. Ashtakala, C. Wang
Student representative: Mike Nimchuk
Office of the Registrar: Jocelyn Jones-Weatherspoon
Associate Dean: Dr. K. Khorasani
Secretary: Tezeta Taye
(G. Gouw, J. Corbett)

The role of the Committee was explained.

Vote: Carried unanimously

10. Other business

There was no other business.

11. Adjournment

The meeting was adjourned at 11:35 a.m. (G. Vatistas, T. Fancott)